



OUTREACH and VACANCY ANNOUNCEMENT

Administrative Services Clerk GS-0303-04/05

Sawtooth National Recreation Area (Sawtooth NRA) Sawtooth National Forest, Stanley, Idaho

The Sawtooth National Recreation Area will be advertising in the near future for an Administrative Services Clerk, GS-0303-05. The position is a permanent full-time appointment, and will be located in Stanley, Idaho.

Contact information:

Interested candidates should send the attached Outreach Response Form to Debra Peters, Support Services Specialist, at debrapeters@fs.fed.us by May 2, 2014. For additional details on the position, contact Debra at (208) 727-5024.

POSITION DESCRIPTION:

About The Position

This position serves as resource support clerk on the Sawtooth National Recreation Area working out of the Stanley Ranger Station, with responsibility for support to all resource programs, clerical services, purchasing, and limited personnel/payroll responsibilities. Duties will include support to the timber (timber sale reports, fuel wood permit sales, etc.), range (correspondence, assists with permit preparation, etc.), minerals (small minerals permits), wildlife, and fire staff organizations, answering telephones and assisting office visitors. The incumbent will maintain files, distribution of all mail and correspondence, as well as time and attendance processing and audits. One position will be filled at the Stanley Ranger Station.

The selected individual will be subjected to a background investigation conducted by the Department of Homeland Security.

THE SAWTOOTH NATIONAL RECREATION AREA:

The Sawtooth National Recreation Area (NRA) has two offices, the Sawtooth NRA Headquarters, located eight miles north of Ketchum/Sun Valley, and the Stanley Ranger Station located near the town of Stanley, 60 miles north of Ketchum/Sun Valley in the heart of the Sawtooth Valley. There is also a work center – Sawtooth Valley Work Center - 12 miles south of the Stanley office, and Redfish Visitor Center located at Redfish Lake, which are both open in the summer months.

The Sawtooth NRA is a unique place operating under its own legislation--Public Law 92-400--as well as Forest Service directives. We manage 756,000 acres of land with designated and proposed Wilderness, heavily used developed sites, water and land based recreation, timber, grazing and mining programs. We administer 91 conservation easements which protect over 86% of the private land within the SNRA from further development. There are endangered species issues which involve all operations on the Sawtooth NRA. Employees are expected to perform wildfire suppression support as directed and within their qualifications and physical capabilities.

Recreation on the SNRA is year-round however summer is the busiest time of year. Recreation activities includes developed and dispersed camping, hiking, backpacking, horseback riding, floating, fishing, lake shore recreation, mountain biking, motorcycling, snowmobiling, and skiing. The Sawtooth NRA has a campground concessionaire permit that manages 35 campgrounds, 3 boat ramps, and 8 day-use areas. Forest Service crews maintain an additional 42 developed recreation sites including boat launches, picnic areas, trailheads, developed dispersed campsites, scenic overlooks, rest areas, interpretive sites, river access sites and groomed snowmobile and cross country ski trails.

Administrative facilities are spread throughout the SNRA and include two ranger stations, a work center, 10 permanent residences, 6 seasonal residences, 9 seasonal trailers, approximately 19 RV sites, and 3 RV dump stations.

COMMUNITY INFORMATION:

Stanley, Idaho is a remote rural community with a base population of 75, located at the foothills of the Sawtooth Mountains. It is known for its excellent recreation opportunities; hiking, mountain biking, fishing, camping, hunting, white water rafting and kayaking, family reunions, snowmobiling, snowshoe adventures and cross country skiing. There is a brief but stunning summer season.

There is a fine school for grades K-8. Higher grades commute via the river road along Highway 75 to Challis, approximately 1+ hour (in good weather) each way. There is no year round day care center available at this time. The area has a year round Medical Clinic staffed with an excellent nurse practitioner. Major medical services are available 60 miles south in Ketchum, Idaho, or 120 miles southwest in Boise. The same distances apply for shopping for other than basic grocery items. There are several sporting good shops open in the summer months and good restaurants most of the year.

CLIMATE:

The climate can be extreme. Snow may extend from November through mid-May with temperatures dropping to -40(F) degrees for a week or so in January or February. The star-filled evenings and sunshine-filled winter days help make up for extremes in temperature.

HOUSING:

Rentals in the local community are scarce and the price of homes to purchase is quite high. Government housing may be available for rent 8 to 20 miles north of Ketchum or at the Stanley Ranger Station.